Introduction

The "How to Apply an Amendment" Quick Reference Guide is designed to provide the minimum steps necessary in creating a Bid Amendment.

An Amendment is used to make necessary changes to a solicitation. This includes editing the General Tab (show on web & allow electronic response check box, bid opening date, available date, info contact, and pre-bid conference fields), Items Tab, and Attachments Tab.

Note:

If the Bid is still in **"Sent"** status you can edit the General Tab items, Items Tab items, and add/delete documents from the Attachments Tab. However, if the Bid is in **"Opened"** status, which indicates the Bid Opening date has passed, you can ONLY edit the Attachments Tab by adding or deleting documents.
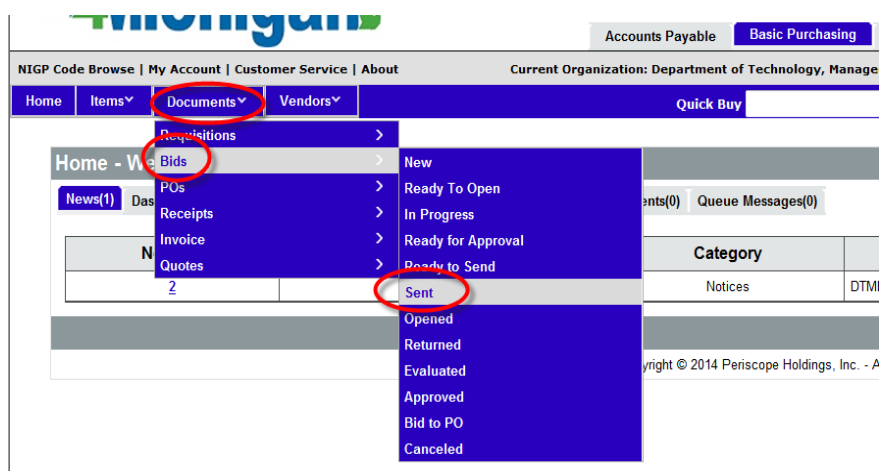
Pre-requisites

You must have the Basic Purchasing Role.

Steps

Step 1: a.) From the home screen once logged in, select **documents > bids > sent**	
Step 2: A list of Bids should display. a.) Click on the **Bid link** you want to apply an Amendment to.	

Step 3: The page will default to the Summary Tab. a.) Select the **Amendments Tab.** b.) Click on the **Create Bid Amendment** button	**Open Market Bid 007114B0000874** General Items Address Accounting Routing Attachments Notes Bidders Questions **Amendments** Q & A Reminders Summary There are no bid amendment for this document. Create Bid Amendment
Step 4: The page refreshes to the **General Tab** which allows you to edit the following: • Show on Web check box • Purchaser Name • Allow electronic response check box • Bid opening/available date • Info Contact • Pre-Bid Conference a.) Edit necessary information. **Note**: There are only 3 tabs available for editing (general tab, items, and attachments).	Bid Amendment - Open Market Bid AGENCY14B0001839 Status: 2B General Items Attachments(1) Summary Back to Bid Bid Number: AGENCY14B0001839 Description: QRG Status: 2BS - Sent Purchaser:* Chavez, Isidra How Solicited: Email Type Code: RP - Request for Proposal (RFP) Department: 6412000 - Purchasing Fiscal Year: 2014 Location: 52300 - office services Organization: Department of Technology Management and Budget Show on Web: ☑ Allow Electronic Response: ☑ Required Date: Bid Opening Date:*(MM/DD/YYYY HH:MM:SS AM or PM) 07/30/2014 02:30:00 PM Available Date *(MM/DD/YYYY HH:MM:SS AM or PM) 07/30/2014 01:27:00 PM Purge Date: Bid Type: Open Bid Informal Bid: ☐ Control Code: Estimated Cost: $0.00 Print Dest Detail: Alternate ID: Purchase Method: Open Market Tax Rate: Item Single Award Only: ☐ Solicitation Enabled: No Info Contact: Pre-Bid Conference: (Max size: 250 characters) Bulletin Desc: Quote Notification: ☐ Funding Source *: 100% general fund Date Last Updated: 07/30/2014 01:28:57 PM User last Updated: Isidra Chavez Save & Continue
Step 5: Edit the **Items tab** if applicable. a.) Click the **Items tab** and make necessary changes to the quantity OR if you want to add an additional item, select the **Add Item** button. **Note:** Each item can be edited using the same process during the original item set-up.	General **Items** Attachments(1) Summary Back to Bid **General** Attachments Sort by Column: Print Sequence ▾ ☐ Sort Descending Go

Item #	Print Sequence	Item Description							Total Cost
		Quantity	UOM	Unit Cost	Net Unit Cost	Total Discount Amt.	Tax Rate	Tax Amount	
		walk through – testing							
1	1.0	2.0	EA ▾	0.00	$0.00	$0.00	0.0	$0.00	$0.00
								Total	$0.00

Save & Continue   Search Inventory Items   Add Item

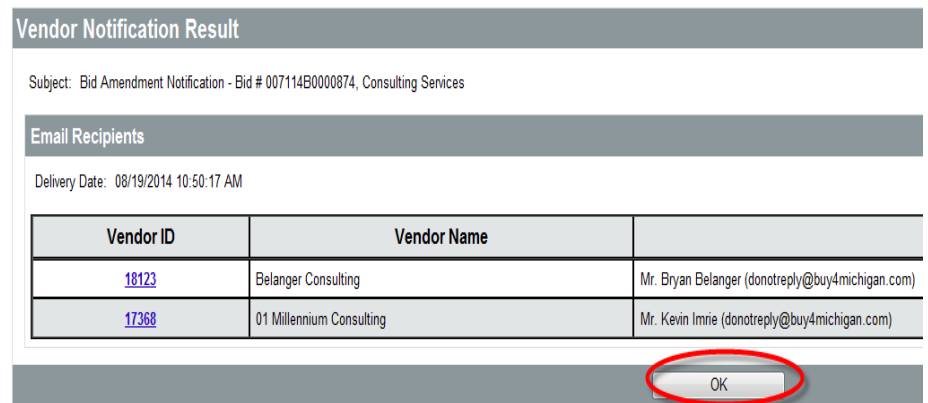|	
Step 6: a.) Select the **Attachments Tab** b.) Upload or add/delete any Attachments necessary.	**Bid Amendment** General Items **Attachments** Summary
Step 7 a.) Select the **Summary Tab.** The Summary Tab provides a list & explanation of each change that was made. b.) Click the **Apply Bid Amendment** button.	General Items Attachments(1) **Summary** Back to Bid Comment for the whole bid amendment: **Header/Item Changes** | Modified Field	Item #	Description	User Updated	Date Updated
---	---	---	---	---
Contact Info	Header	Contact Info changed from "warstler@gmail.com" to "chavezi@donotreply.com"	Isidra Chavez	10/09/2014 09:27:12 AM
Comment:				
Purchaser	Header	Purchaser changed from "WARSTLERS@MICHIGAN.GOV" to "CHAVEZI"	Isidra Chavez	10/09/2014 09:27:12 AM
Comment:				
Quantity	1	Quantity changed from "1.00000" to "2.0"	Isidra Chavez	10/09/2014 09:27:44 AM	 …anges will be updated in the real document and vendors will be notified if you choose to show some chang… Save & Continue **Apply Bid Amendment** Delete Bid Amendment
Step 8 The **Vendor Notification Result** page displays. a.) Click the **OK** button. **Note:** The page defaults back to the **Summary Tab**. Changes will automatically be applied to your Bid & an email about the changes will be sent to the Vendors listed.	**Vendor Notification Result** Subject: Bid Amendment Notification - Bid # 007114B0000874, Consulting Services **Email Recipients** Delivery Date: 08/19/2014 10:50:17 AM 	Vendor ID	Vendor Name	
---	---	---
18123	Belanger Consulting	Mr. Bryan Belanger (donotreply@buy4michigan.com)
17368	01 Millennium Consulting	Mr. Kevin Imrie (donotreply@buy4michigan.com)	 OK

The page refreshes to the **Summary tab**. If you scroll down to the Amendments section you will see the noted changes.

An Amendment (with the #1 in parenthesis) will now show up on your Bid.

Open Market Bid 007114B0000874

General | Items | Address | Accounting | Routing | Attachments(1) | Notes | Bidders | Questions | Amendments(1) | Q & A | Reminders | Summary

Amendments:

Amendment #	Amendment Date	Amendment Note
1	10/09/2014 09:39:03 AM	Attachment Changes: Header 1. File 'Testing - open status amendment': File 'Testing - open status amendment' added .